



**Bankruptcy Public Access to Court Electronic Records
(PACER)
User Guide**

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¹ The user guide for the Eastern District of Wisconsin is based in part on one prepared by the Administrative Office of the United States Courts Office of Information Technology Applications Management and Development Division.

Bankruptcy PACER

INTRODUCTION

Public Access to Electronic Court Records (PACER) is an electronic database which makes remote access to court dockets and certain other records available to the public. It has been available for a number of years in most bankruptcy courts using technology which required the user to dial in to the database by way of a modem and pay a fee based on the amount of time on line. The information was displayed in a text-based format. Recently PACER was upgraded to take advantage of Internet technology, particularly that which allows for a more graphical display of the information. The new version of PACER is sometimes referred to as Web PACER. It allows users to access PACER through the Internet using browser software.

This guide is designed to help users understand Web PACER as it is available in the Eastern District of Wisconsin (EDWI). The dial-in version of PACER is currently available in the EDWI, however this guide only deals with the web-based version. Both the dial-in and web versions may be available in other bankruptcy courts and some courts only offer one version. Where PACER is offered in other courts, it is similar to what is offered in the EDWI but, there are local differences.

The Administrative Office of the United States Courts provides support for PACER to the EDWI and other courts through the PACER Service Center. Two such services are registration and billing of users. If you are interested in using this service you must first register with the PACER Service Center at 800 676-6856 or through their web site at: <http://pacer.psc.uscourts.gov>.

What Is Needed

1. You need the following items to access PACER:
 - a. Internet Access
 - b. Web Browser²
 - c. Login ID and Password - Registration with the PACER Service Center 800 676-6856 is required to obtain a login ID and password.

Availability and Information Currency

1. PACER is available daily, except Wednesday mornings between 7:30 a.m. and 8:30 a.m. when the system is unavailable due to routine maintenance.
2. PACER is automatically updated from the court's case management system (BANCAP) every 60 to 120 seconds.

Connecting and Login

1. You can connect to PACER directly through the court's site

<http://pacer.wieb.uscourts.gov>

or link through the PACER Service Center's site;

<http://pacer.psc.uscourts.gov>³

² The current version of PACER was developed for Netscape 4.x and above (it may work with other browsers). It contains JavaScript scripts which perform various edits on input transactions. In order for PACER to execute these JavaScripts, your browser must be enabled for JavaScript.

³ If you login at the PACER Service Center site, a universal login feature will allow you to go to another court's PACER site without having to login again during the same browser session.

2. Follow the on-screen instructions to get to the screen which asks for an “**ID, Password** and **Client Code**”. The Client Code prompt is optional and allows you to enter up to 32 characters to track charges.

REPORT OPTIONS

Searches

1. The first screen that appears after logging in to a PACER site is the Case Information screen.
[figure 1] In order to search cases, enter one⁴ of the following fields:

⁴ Only one search criteria may be used. If two or more of the search options are entered, the last one entered will be searched.

- a. **Case number.**
- b. **Last name**
 - i. **First name, middle name and type** are optional.
 - ii. When using the last name or part of a name, the program assumes a wildcard search and will find all names that begin with the string of characters entered.

Case Information
Including Docket Report and Registry of Claims
Wisconsin Eastern Bankruptcy Court

Case Number:

Last: First:

Middle: SSN:

Type: Tax ID:

Figure 1

- iii. With name searches the entry of a party **type** may be appropriate. Party type indicates whether the name entered is that of an attorney or party. This can be used to limit the search.
- c. **SSN** (social security number) or **Tax ID** (tax identification number).
 - i. You must enter an exact match, wildcards do not work with this option.

Case Information

Once a case has been selected, an **Available Case Information Options** page appears. [figure 2]

The case information page contains a header frame with case and judge information. The lower frame has links to **Available Case Information Options**. The options link to **Full Summary, Docket Report, Claims Register, Case Status, Attorney, Trustee, Party, Alias, Associated Cases, History, Filers, Documents, and Deadlines/Schedules**. If the case selected has been archived, the only options available are: **Full Summary, Party, Attorney, Alias, and Trustee**. Simply select the desired option to retrieve the information. The following is a description of what each option provides:

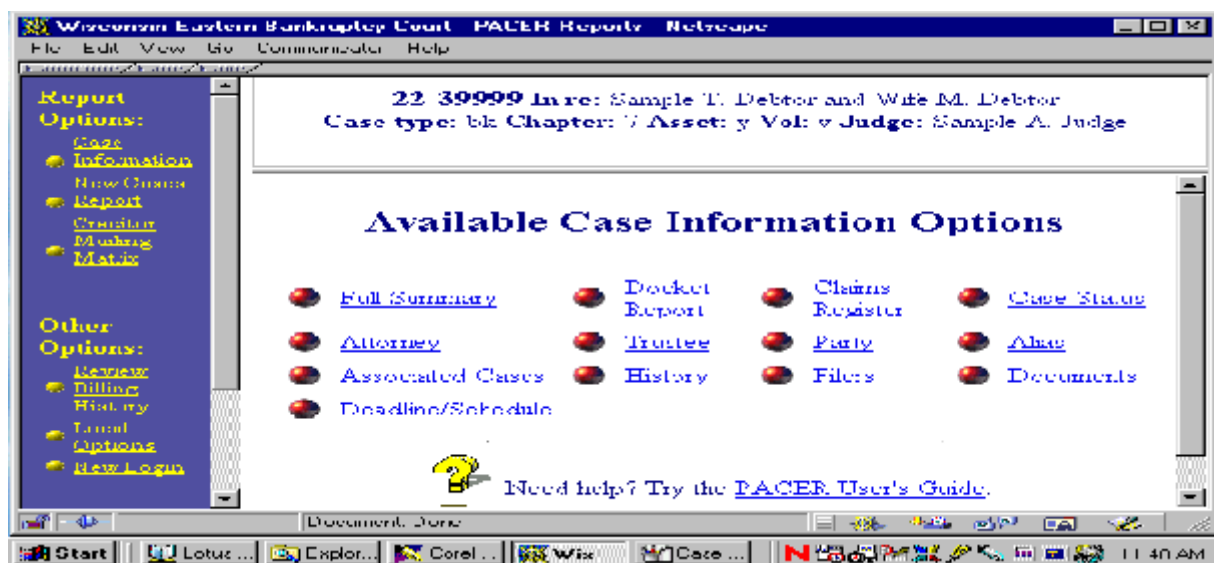


Figure 2

1. **Full Summary**- [figure 3] This provides a basic summary of the specified case. The information provided in the Full Summary is as follows:

- a. **Case Number**
- b. **Case Title (In re:)**
 - i. Debtor and Joint Debtor in bankruptcy cases.
 - ii. Plaintiff 1 v Defendant 1 in adversary proceedings.
- c. **Case Type**
 - i. **bk** in a bankruptcy case.
 - ii. **ap** in an adversary proceeding



Figure 3

- iii. **mp** for miscellaneous proceeding.
- d. **Chapter** (not shown for adversary or miscellaneous proceedings)
- e. **Asset**
 - i. **y** signifies asset case.
 - ii. **n** signifies no asset case.
 - iii. **u** signifies unknown.
- f. **Voluntary (Vol)**
 - i. **v** signifies a voluntary bankruptcy case.
 - ii. **i** signifies that it is an involuntary case.
- g. **Judge**
- h. **Office**
- i. **Fee**
 - i. **p** signifies that the filing fee has been paid.
 - ii. **i** signifies that the filing fee is being paid in installments.

j. **Joint**

- i. **y** signifies that the case is a joint bankruptcy case.
- ii. **n** signifies that it is an individual case.

k. **Reopen**

- i. The number of times the case has been reopened.
- ii. **s** signifies the case has split from the original filing.
- iii. **t** signifies the case was transferred into the district.

l. **Reopen Date**

- i. The date the order to reopen, split or transfer was signed.

m. **Filed Date**

- i. The date the petition in a bankruptcy case, or the complaint in an adversary proceeding, was filed.

n. **Term Date**

- i. If closed, the date of the order closing the case.

o. **Re-term Date**

- i. If reopened, the previous closing date.

p. **Disposition (Disp)**

- i. If the case has been closed, the final disposition of the case.

q. **County**

- i. A code for the county in which the debtor resides. See appendix A.

r. **Flags-** this field may contain the following terms:

- i. CLOSED (selected case has been closed.)
- ii. CLAIMS (proof of claims are docketed in selected case.)
- iii. ARCHIVED (electronic docket in selected case has been archived.)
- iv. CLM2TR (proof of claims sent to the chapter 7 trustee for review.)
- v. CONSOL (selected case has been consolidated with another case.)
- s. **Discharged Date**
 - i. The date the order of discharge was granted.
- t. **Status**
 - i. The next major event in the case.
- u. **Trustee**
 - i. The trustee's name in a bankruptcy case, if one has been assigned.
- v. Trustee **City**
 - i. The city from the assigned trustee's address.
- w. Trustee **Phone**
 - i. The area code and phone number for the trustee.
- x. **Party**
 - i. The debtor/joint debtor, plaintiff, defendant.
- y. **Attorney**
 - i. Attorney of record in the case.



Figure 4

2. **Docket Report-** [figure 4] The report can show the entire case or a specific period of time.

The default begin date is set to 01/01/1931, if this date is not changed the docket report will start at the beginning of the case. The information provided on the Docket Report is as follows:

- a. **Bankruptcy petition, adversary or miscellaneous proceeding number** (case number).
- b. **Date filed.**

- c. **Assigned to** (judge assigned).
- d. **Parties** and their **attorneys**.

- e. **Docket entries** with **Doc. No.** (document number).
 - i. If an entry does not have a docket number that may indicate that there is no associated document.
 - f. **Date** filed.
3. **Claims Register Report**- [figure 5] This provides a list of docketed claims in the case. You can search for a specified claim by number, a range of claims, or retrieve all the docketed claims. The report can be sorted alphabetically by creditor name, or numerically by claim number. The claims register provides information that includes:

- a. **Case number.**
- b. **Debtor name.**
- c. **Last date to File Claims** (if one has been established).
- d. **Last Date to File (govt)** (180 days from the date of the order for relief).
- e. **Claim number.**
- f. **Creditor name and address.**
- g. **Nature of claim, deficiency; unliquidated** (not recorded in PACER).

Eastern District of Wisconsin Claims Register Report Netscape

File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: <http://pacer.wed.uscourts.gov/bc/cg-trivcharact.p> What's Related

Total: \$17,513.12		
Amount Allowed: 0.00	Description:	Order Action:
00-24372	Debtor Name: Greengrass, Jerry J.	Last Date to File Claims: 10/2/00 Last Date to File (govt):
Claim Number: 6	Creditor Name: Wisconsin Department of Revenue P.O. Box 2901 Madison, WI 53708-2901	Nature of Claim: Deficiency Unliquidated
Claim date: 10/23/01		
Amount	Class	Remarks
18,743.95	secured	(n/a)
		(n/a)
		(n/a)
		(n/a)
Total: \$18,743.95		
Amount Allowed: 0.00	Description:	Order Action:

Report Criteria

Claim Number(s): A1

Document: Jones

Start [Icons] 3:06 PM

Figure 5

- h. **Claim date** (date claim filed).
 - i. **Amount.**
 - j. **Class** (classification, if designated by the filing party).
 - k. **Remarks** (not recorded in PACER).
 - l. **Total.**
 - m. **Amount allowed** (not recorded in PACER).
 - n. **Description** (e.g. account number, withdrawn, disallowed, etc.).
 - o. **Order action** (not recorded in PACER).
4. **Case Status** - This provides the current status for the specified case (e.g., Awaiting Closing Order). The status displayed is hyper-linked to the docket entry.
5. **Attorney-** This provides all attorneys associated with the specified case and includes the following information:
- a. **Name** and **address** of each attorney.
 - b. The **party represented**.
 - c. Whether the attorney's participation in the case has been terminated.
 - d. The display is hyper-linked to the party represented.
6. **Trustee** - The information displayed is:
- a. Case **trustee's address**.
 - b. **Area code and telephone number**.
 - c. **Date** assigned and date the trustee's participation in the case was terminated.
7. **Party** - The information displayed is:

- a. **Name** and **address** of each party,
 - b. **Party type** (e.g. debtor, defendant, etc.),
 - c. The **date** the party's participation in the case was terminated (if applicable).
 - d. The display is hyper-linked to the party's attorney (if represented).
8. **Alias** - A list of parties in the case from which you may select. The party's alias, if there is one, will be displayed.
9. **Associated Cases** - This option displays a list of cases related to the lead case. Information includes:
- a. Associated case number (displayed as **member** case number).
 - b. **Type** of case.
 - c. Case **title**.
 - d. Click on the associated case and the program will take you to the Available Case Information Options. From there, you may select any one of the options for the associated case.

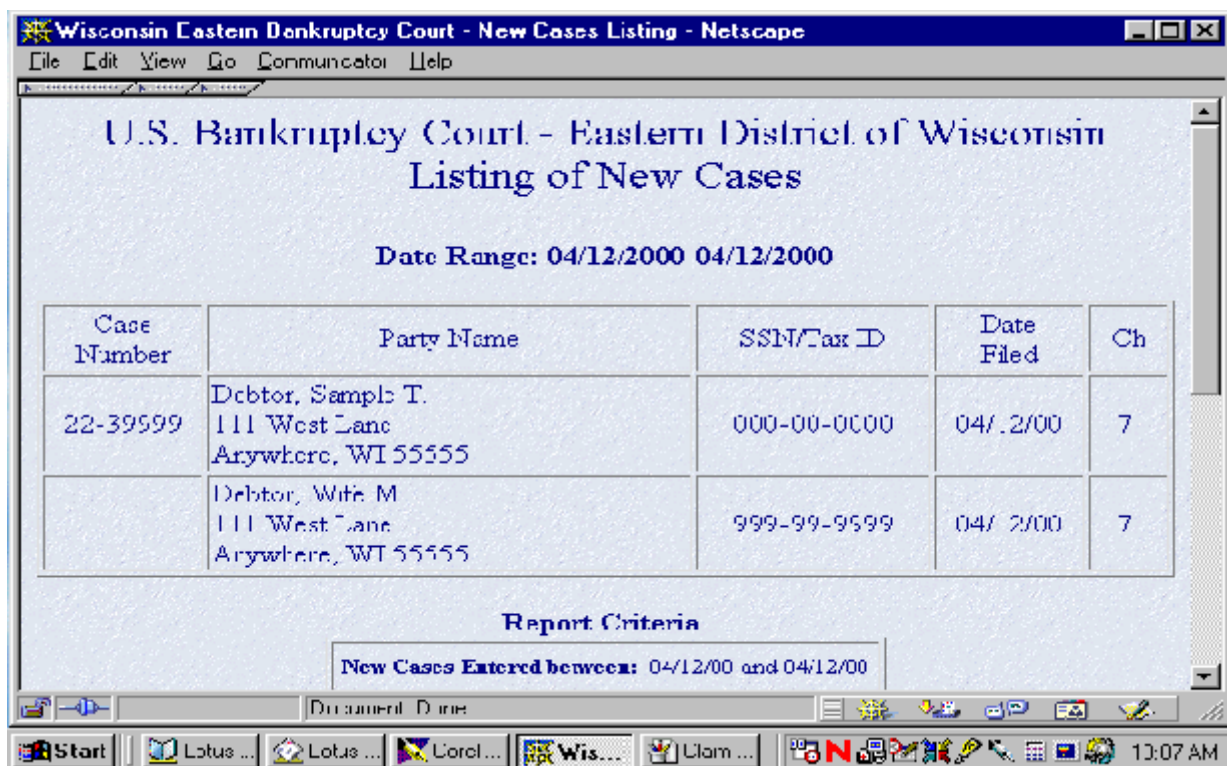
10. **History** - This provides all docket entries for the specified case. Included in the information is:
- Document number** (if applicable).
 - Date filed**
 - Description** of the event.
 - Docket text** of the event.
11. **Filers** - This provides a list of all parties who have filed documents⁵ in the specified case. The parties are in a list format with the display hyper-linked to the list of all documents that each filer is responsible for, including:
- Document number** along with a hyper-link to the docket entry.
 - Description** of document.
 - Filed date**.
12. **Documents** - This provides all the documents associated with the specified case. Included in the information is:
- Doc. #** (document number).
 - Date filed**
 - Description** of document along with a hyper-link to docket text of the document.
 - Filer** of the document.
 - Terminated date** of the document.
13. **Deadline/Schedule**- This displays the pending hearings/deadlines for the specified case. Included in the information is:

⁵ The party filer in a case that the docket entries were mass-entered for discharge of debtor, lists the first debtor in the applied set.

- a. **Description.**
- b. **Filed date.**
- c. **Due** date and **time** (if applicable), and a hyper-link to the docket text.

New Cases Report [figure 6]

The New Cases Report⁶ allows you to view certain case information for cases which have been entered into the court's database during a specified range of docket dates. It is generally used to view new cases which have been entered the previous day or previous week. The output can be in raw data (unprocessed) format, or a formatted report, depending on which option you select when running the report. The report is sorted first by docket date, then by case number and party name.



**U.S. Bankruptcy Court - Eastern District of Wisconsin
Listing of New Cases**

Date Range: 04/12/2000 04/12/2000

Case Number	Party Name	SSN/Tax ID	Date Filed	Ch
22-39599	Debtor, Sample T. 111 West Lane Anywhere, WI 55555	000-00-0000	04/12/00	7
	Debtor, Wife M 111 West Lane Anywhere, WI 55555	999-99-9999	04/12/00	7

Report Criteria

New Cases Entered between: 04/12/00 and 04/12/00

Figure 6

⁶ Only bankruptcy cases will appear in this report; adversary and miscellaneous proceedings do not.

1. The information included in the report is :

- a. **Case number**⁷.
- b. **Party name** and address.
- c. **SSN** (social security) or **Tax ID** (tax identification number).
- d. **Date filed**.
- e. **Ch** (chapter).

2. When the **raw data format** is selected, the data is displayed as follows:

Case Year|Case Number|Chapter|Date Filed|Court Name|Last Name|First Name| Middle
Name|Generation|Social Security Number|Tax Id|Street Address Line 1|Address Line 2|Address Line
3|City|State|5 Digit Zip Code|4 Digit Zip Code Extension⁸.

Creditor Mailing Matrix [figure 7]

Selecting creditor mailing matrix allows you to view creditors in a specific case. The output can be in one column, three columns or raw data (unprocessed) format.

⁷ The case number for joint debtors will appear at the first name listed.

⁸ If the 4 digit zip code extension is not used, a zero will be displayed.

1. The information included in the report is:
 - a. **Case Number.**
 - b. Parties and entities other than creditors will appear on this list in addition to creditors.
 - c. **Address Line 1.**
 - d. **Address Line 2.**
 - e. **Address Line 3.**
 - f. **Address Line 4.**
2. When the **raw data format** is selected, the data is displayed as follows:

Case Number|Name|Address Line 1|Address Line 2|Address Line 3|Address Line 4

OTHER OPTIONS

Review Billing History

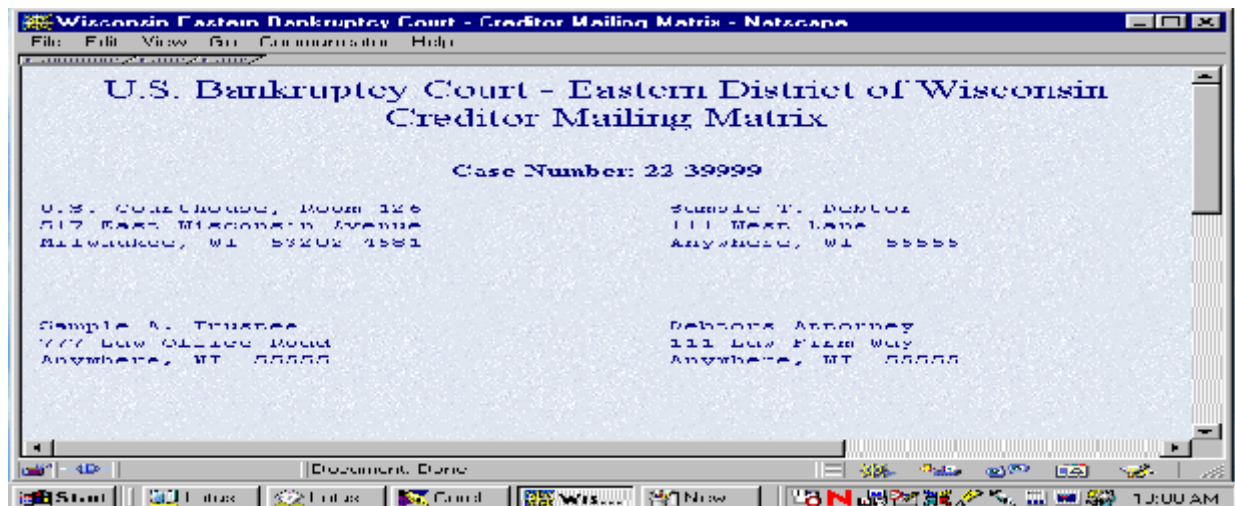


Figure 7



Figure 8


1. The cost for PACER is \$.07 per page⁹. The amount of time on-line is not used for billing. The PACER Service Center does the billing and:
 - a. Sends quarterly statements.
 - a. Lists detailed descriptions of document types on its Web site.
 - b. Uses cookies to identify users and assess charges. For more information about cookies, refer to <http://www.cookiecentral.com>.
2. You can keep track of your charges: [figure 8]

⁹ See 28 United States Code §1930, Appendix, Bankruptcy Court Miscellaneous Fee Schedule, item 23.

- a. After every document that contains billable case related information, you will receive a transaction receipt showing the login ID, client code (if applicable), pages and cost of the transaction.
- b. You can also review a billing history [figure 9] which includes:
 - i. **Date** each transaction was run.
 - ii. **Time** each transaction started.
 - iii. **Number** of pages in each transaction.
 - iv. **Client code** (if applicable).
 - v. **Description** of the type of information provided (e.g., a docket report, case summary).
 - vi. **Search criteria** entered to run the search.

New Login

This option allows the login ID and password to be reentered or changed.



Review Billing History
Date Range: 04/12/2000-04/12/2000

Pacer User: us2960 U.S. Bankruptcy Court Eastern Wisconsin
Court: wible Wisconsin Eastern Bankruptcy Court

Client Code	Date	Time	Pages	Description	Search Criteria
	04/12/2000	09:27:41	5	creditor matrix	00 21519
	04/12/2000	09:43:53	1	docket report	2000-199999
	04/12/2000	09:43:51	5	docket report	2000-22222
	04/12/2000	09:46:52	1	docket report	2000-22223
	04/12/2000	09:47:22	2	docket report	2000-22224
	04/12/2000	09:48:05	1	docket report	2000-199996

Figure 9

Client Code

This feature provides a means for tracking charges by client for later billing. In order for a client code to appear on a statement, it must be entered and updated prior to a search. It can be changed and updated several times during a session. When the client code is changed, you will be returned to the Case Information screen. The client code field is located below the list of Other Options on any screen which has left and right frames. Up to thirty-two characters can be accommodated in the client code field.

Appendix A

County and Code Numbers

Brown	55009	Menominee	55078
Calumet	55015	Milwaukee	55079
Dodge	55027	Oconto	55083
Door	55029	Outagamie	55087
Florence	55037	Ozaukee	55089
Fond du Lac	55039	Racine	55101
Forest	55041	Shawano	55115
Green Lake	55047	Sheboygan	55117
Kenosha	55059	Walworth	55127
Kewaunee	55061	Washington	55131
Langlade	55067	Waukesha	55133
Manitowoc	55071	Waupaca	55135
Marinette	55075	Waushara	55137
Marquette	55077	Winnebago	55139